

VOLUME I

CHAPTER 4

SELECTION AND DESIGNATION OF MILITARY POST OFFICE PERSONNEL

400. PURPOSE. This chapter provides procedural guidance and policy for the selection, designation, and termination of military post office personnel.

Instructions on the direct hire of U.S. and local national civilians for overseas MPOS also are provided.

401. BACKGROUND. 39 U.S.C. 406 (reference (b)) requires that Armed Forces postal clerks, to include DoD and Foreign National civilians, be designated before assuming postal duties. To satisfy this requirement, personnel working in a postal activity who handle postal effects or process accountable mail shall be designated as Postal Clerk (PC), Custodian of Postal Effects (COPE), or Postal Finance officer (PFO).

402. QUALIFICATION, SELECTION, AND ASSIGNMENT OF POSTAL PERSONNEL

1. Personnel who perform postal duties must be loyal, trustworthy, and honest. By agreement between the USPS and the Department of Defense, personnel of questionable integrity may not be assigned to duties in MPOs, mailrooms, mail terminals, or other postal facilities.

2. Military personnel designated as PCs, COPES, or PFOS shall meet the following qualifications:

a. Have no record of:

(1) Conviction by court martial.

(2) Punishment under Article 15 (reference (p)), involving a postal-related incident.

(3) Civilian conviction other than minor traffic violations.

b. Have no record of derogatory information or unfavorable conduct that casts doubt on the military member's trustworthiness and honesty.

c. Possess high moral standards and excellent military bearing.

d. Have no history of psychiatric disorder, alcoholism, or drug abuse, unless a medical evaluation determines the condition no longer exists.

e. Be financially responsible.

f. Not have been relieved previously for cause or criminal convictions from military postal duties.

g. Be a U.S. citizen and be eligible for a SECRET clearance (a favorable Entrance National Agency Check (ENTNAC) or National Agency Check (NAC) is on file) if required to handle official registered mail.

h. Not have physical restrictions prohibiting duty involving prolonged standing, walking, or lifting of weights up to 70 pounds.

i. Have a physical profile serial code (PULHES) of 211221.

3. The above basic requirements, as outlined by the USPS-DOD Postal Agreement (reference (e)) and expanded upon by MPSA apply to all Military Services. However, they are not intended as an all-inclusive list of qualifications for selection to a Military Service career field. In addition to the above criteria, each Military Service is responsible for developing its own selection qualifications to incorporate unique career field or duty classification requirements.

4. U.S. civilian personnel and Foreign Nationals also must meet the above basic criteria, to be designated as PCs, COPEs, or PFOS.

5. Military personnel selected for postal duties who have no previous postal experience should be scheduled to attend a postal course before assuming postal assignment. Personnel selected for key postal positions shall receive training before assuming duties. Training shall emphasize the importance of the postal service and the need to follow established policies and procedures. The MPS is dependent on well trained, motivated, and reliable personnel.

403. DESIGNATION PROCEDURES

1. Designation of PCs, COPEs, and PFOS. Commanders having command authority over military postal activities or their designated representatives are authorized to designate PCs, COPEs, and PFOS in accordance with the qualifications and requirements listed in paragraph 402, above. Designated personnel shall be advised of their responsibilities and obligations in handling postal funds and mail. Designation shall be formalized using DD Form 2257, "Designation Termination PC-COPE-PFO," as shown in figure 4-1. A change from one designation to another, such as from PC to COPE, shall require redesignation. If personnel to be designated are not located at the same place as the responsible commander, designation may be completed administratively through the mail. The designee shall sign the acknowledgement, and the DD Form 2257 shall be forwarded to the commander for approval and signature. DD Form 2257 shall be completed in enough copies for distribution as shown below. Additional copies and distribution instructions may be issued by major commands. Each designee shall also be issued a single DD Form 285, to identify him or her as a member of the MPS signed by the appointing official (See Figure 4-2). The appointing official shall also sign DD Form 2257. For additional Navy and Marine Corps requirements, see paragraph 403.2. The DD Form 285 shall be postmarked in block 10 with the all-purpose date stamp (APDS) of the MPO to which the individual is assigned. Provisions of Volume II, Chapter three, Paragraphs 303 and 305, do not apply to DD Form 285 issued to MPS personnel.

a.. PCs (Navy and Marine Corps see paragraph 403.2 for additional instructions on designation of PCs).

(1) Original in postal activity (Army and Air Force)

(2) Copy to individual (DD Form 285)

b. COPEs, and PFOS (all Military Services)

(1) Original in postal activity files.

(2) Copy to individual (DD Form 285 only).

(3) Copy to source of accountable paper (COPEs and PFOS only).

2. Designation of Navy and Marine Corps Personnel. Navy and Marine Corps PC designations shall be retained and carried forward for each reenlistment and shall remain in effect during the service member's entire period of continuous active duty unless otherwise revoked. However, DD Form 285 shall be issued by the command to which assigned and shall be revoked when the service member is reassigned to a new duty station. Navy and Marine Corps personnel meeting all career field entry requirements shall have their PC designations documented as follows:

a. Navy. An original page 13 entry shall be made to show the designee, designating official, and effective date. The page 13 entry and the original copy of DD Form 2257 shall be filed in the member's field service record.

b. Marine Corps. The original DD Form 2257 shall be forwarded to the Commandant of the Marine Corps (Code MHP-50) for inclusion in the member's master service record. A copy of the designation also shall be filed in the member's field service record.

3. Designation of Temporary COPEs and PFOS.

a. Fixed Credits. In a case of a temporary absence of the COPE or PFO (over 5 consecutive working days, but less than 31 total days) another qualified person shall be designated, by issuance of DD Form 2257, as a temporary COPE (figure 4-3). The required quantities of accountable paper, funds, money orders, and equipment shall be transferred to the temporary COPE to operate the facility during the period of the absence. PS Form 3369, "Consigned Credit Receipt," for stamps and funds and DD Form 885, "Money Order Control Record," for MOS and PS Form 1590, "Supply and Equipment Receipt," shall be exchanged between the two members. The original copy of the temporary designation shall be retained in the activities file and one copy provided to the designee. Upon return of the COPE, the temporary designation shall be terminated and the exchange of PS Form 3369 and DD Form 885 repeated.

b. Flexible Credits. If the COPE or PFO is absent from 3 to 5 consecutive days, a message shall be forwarded to the appropriate JMPA (New York or San Francisco) requesting the serving postmaster be notified that no requisitions or remittances will be forwarded during the specified time frame. If the absence is greater than 5 consecutive workdays, a new COPE or PFO shall be designated.

404. SPECIAL DESIGNATION OF MPO PERSONNEL IN AREAS WHERE USPS OPERATES

1. COPEs and PCs may be selected and designated to operate postal finance units at CONUS land-based postal facilities and other areas where the USPS operates. The following procedures and limitations apply:

a. Requests shall be submitted in writing to MPSA for approval.

b. Purpose shall be one or more of the following:

(1) Augmenting the USPS for short periods when unusual circumstances prevail and USPS cannot provide adequate service.

(2) Assisting in providing postal operations involving maneuvers and field exercises in isolated locations where USPS cannot provide adequate service.

c. On-the-job training (OJT) must be provided to personnel assigned to military reserve postal units.

2. Approval to operate military postal finance units in areas where USPS operates is necessary for each installation. Authority, once granted, remains effective indefinitely at the installation, provided:

a. The installation retains the mission to train military reserve postal personnel.

b. Personnel selected for such training are qualified members of the military reserve postal activities.

3. A COPE is designated in accordance with paragraph 403 when postal financial transactions are conducted.

405. TERMINATING DESIGNATIONS

1. Individual designations shall be terminated by a designating authority using DD Form 2257 for the following reasons:

a. Change from one designation to another, such as from PC to COPE (Army and Air Force only) or from COPE to PFO.

b. Reassigned to a new duty location, if the MPO number changes (Army and Air Force).

c. Reassignment to duties other than postal.

d. Termination of enlisted military service.

e. Convicted of a crime, such as theft or an offense of moral turpitude.

f. Relieved from postal duties for cause; for example, loss of postal effects through fraud or intent to defraud, negligence, mismanagement, or other serious irregularities.

2. Responsible commanders may terminate designations for the following reasons:

a. Consistent overages or shortages in account audits.

b. Failure by the member to show required progress in training programs established by each Military Service.

3. Procedures and authority for, and distribution of, termination actions shall be the same as shown in paragraphs 403.1 and 403.2. The MPO copy shall be retained in MPO files for 2 years from the termination date, then destroyed. The member's DD Form 285 shall be withdrawn and destroyed.

4. Military or civilian personnel who are relieved for reasons provided in paragraphs 405.1.e or 405.1.f shall not be considered eligible for further postal assignments or positions. Commanders relieving such personnel from postal duties shall coordinate this action with personnel offices to ensure personnel records are properly annotated to prevent reassignment to postal duties.

5. It is mandatory that the person whose designation is being terminated cease all postal duties by the effective date of revocation.

6. If it becomes necessary to terminate a COPE and no qualified relief is immediately available to continue operation of the post office, the postal effects and funds shall be placed in the custody of a commissioned or warrant officer designated by the responsible commander. In addition, operations shall be suspended until a designated replacement COPE is in position. See Chapter 1, paragraph 109.4 for procedures for suspending service. If possible, the COPE being relieved shall be provided receipts to document the transfer.

DESIGNATION/TERMINATION MPC-FPC-COPE-PFO										
1: (Use complete address) 228th AG Company APO New York 09757		FROM: (Use complete address) 228TH AG Company APO New York 09757								
DESIGNATION										
THE INDIVIDUAL NAMED BELOW IS DESIGNATE <table style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; text-align: center;"><input checked="" type="checkbox"/></td> <td>MILITARY POSTAL-CLERK (MILITARY)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>FINANCIAL POSTAL CLERK (CIVILIAN)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>CUSTODIAN OF POSTAL EFFECTS</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>POSTAL FINANCE OFFICER</td> </tr> </table>			<input checked="" type="checkbox"/>	MILITARY POSTAL-CLERK (MILITARY)	<input type="checkbox"/>	FINANCIAL POSTAL CLERK (CIVILIAN)	<input type="checkbox"/>	CUSTODIAN OF POSTAL EFFECTS	<input type="checkbox"/>	POSTAL FINANCE OFFICER
<input checked="" type="checkbox"/>	MILITARY POSTAL-CLERK (MILITARY)									
<input type="checkbox"/>	FINANCIAL POSTAL CLERK (CIVILIAN)									
<input type="checkbox"/>	CUSTODIAN OF POSTAL EFFECTS									
<input type="checkbox"/>	POSTAL FINANCE OFFICER									
NAME (Last, First, MI) (Typed or printed) SMITH, FRANK D	PAY GRADE: Sgt	BRANCH OF SERVICE: USA								
ACTIVITY FOR WHICH DESIGNATE APO 09757										
acknowledge my designation as shown above, and shall faithfully discharge the duties associated with this designation. I also agree to obey all laws and regulations established by the United States Postal Service and the Department of Defense.										
 Signature of Designee		88 May 25 Date: (Yr., Mo., Day)								
TYPED/PRINTED NAME OF DESIGNATING OFFICIAL: (Last, First, MI) Post , James R.	PAY GRADE Capt	SIGNATURE: DUTY TITLE: Postal Officer								
TERMINATION										
THE ABOVE DESIGNATION IS TERMINATED EFFECTIVE (Yr, Mo, Day):										
REASON FOR TERMINATION (EXPLAIN IN DETAIL): 										
TYPED/PRINTED NAME OF TERMINATING OFFICIAL: (Last, First, MI)	PAY GRADE	SIGNATURE: DUTY TITLE:								

DD FORM 2257 Replaces AF Form 1949
 82 JAN Previous Edition is obsolete

Figure 4-1. Sample of a Completed DD Form 2257

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY <i>(See Instructions on Reverse)</i>		1. DATE EFFECTIVE 27 May 88	2. DATE REVOKED
3. NAME OF APPOINTEE (Lat. First, Middle Initial) SHAW, DAVID R.			
4. NAME OR GRADE SFC	5. SSAN 226-78-1658	6. TITLE OF APPOINTEE Postal Clerk	
7. ORGANIZATION / ACTIVITY 228th AG Company -		8. APO, MPO, OR CONUS INSTALLATION APD NEW YORK 09757	
9. MAIL AUTHORIZED TO RECEIVE (Check and Initial)		10. THIS FORM MUST BE VALIDATED BY THE SERVING AGENCY'S GENERAL PURPOSE DATING STAMP PRIOR TO CLERK RECEIVING MAIL. IN THE CASE OF THE NAVY MOBILE UNITS, VALI- DATION MAY BE BY IMPRESSION OF THE UNITS OFFICIAL SEAL.	
PERSONAL (AU) <input checked="" type="checkbox"/> <i>MAK</i>			
PERSONAL (Except accountable) <input type="checkbox"/>			
OFFICIAL (Except accountable) <input type="checkbox"/>			
OFFICIAL POUCHES ONLY <input type="checkbox"/>		OFFICIAL (Except accountable) <input type="checkbox"/>	
SIGNATURE OF APPOINTING OFFICIAL <i>Manuel R. Amador</i>		SIGNATURE OF APPOINTEE <i>David R. Shaw</i>	

DD FORM 285
JUN 67

Figure 4-2. Completed DD Form 285 (Appointment of Postal Clerk)

DESIGNATION/TERMINATION MPC-FPC-COPE-PFO										
TO: (Use complete address) 228th AG Company APO New York 09757	FROM: (Use complete address) 228th AG Company APO New York 09757									
DESIGNATION										
THE INDIVIDUAL NAMED BELOW IS DESIGNATED:										
Temporary COPE for the period 1 June thru 30 June 1989	<table border="0" style="width: 100%;"> <tr> <td style="width: 20px; text-align: center;"><input type="checkbox"/></td> <td>MILITARY POSTAL CLERK (MILITARY)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>FINANCIAL POSTAL CLERK (CIVILIAN)</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>CUSTODIAN OF POSTAL EFFECTS</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>POSTAL FINANCE OFFICER</td> </tr> </table>		<input type="checkbox"/>	MILITARY POSTAL CLERK (MILITARY)	<input type="checkbox"/>	FINANCIAL POSTAL CLERK (CIVILIAN)	<input checked="" type="checkbox"/>	CUSTODIAN OF POSTAL EFFECTS	<input type="checkbox"/>	POSTAL FINANCE OFFICER
<input type="checkbox"/>	MILITARY POSTAL CLERK (MILITARY)									
<input type="checkbox"/>	FINANCIAL POSTAL CLERK (CIVILIAN)									
<input checked="" type="checkbox"/>	CUSTODIAN OF POSTAL EFFECTS									
<input type="checkbox"/>	POSTAL FINANCE OFFICER									
NAME: (Last, First, MI) (Typed or printed) A. ROBERTSON	PAY GRADE: MSG	BRANCH OF SERVICE: US Army								
ACTIVITY FOR WHICH DESIGNATED: APO NY 09757										
I acknowledge my designation as shown above, and shall faithfully discharge the duties associated with this designation. I also agree to obey all laws and regulations established by the United States Postal Service and the Department of Defense.										
Signature of Designee		Date: (Yr., Mo., Day) 89 JUN 1								
TYPED/PRINTED NAME OF DESIGNATING OFFICIAL: (Last, First, MI) ANDREWS, MARY G.	PAY GRADE MAJ	SIGNATURE: DUTY TITLE: Commander								
TERMINATION										
THE ABOVE DESIGNATION IS TERMINATED EFFECTIVE (Yr. Mo, Day):										
REASON FOR TERMINATION (EXPLAIN IN DETAIL):										
TYPED/PRINTED NAME OF TERMINATING OFFICIAL: (Last, First, MI)	PAY GRADE	SIGNATURE:								
		DUTY TITLE:								

DD Form 2257, JAN 82

Replaces AFM 12-18, Aug 76, which is obsolete.

158 113

Figure 4-3. Sample of a Completed DD Form 2257 for
Temporary COPE